

**Monthly Vendor Invoice Package and Budget Update
from Compass Project Management, Inc.**



Project: **Westwood Hanlon Elementary School**

Financial Period Ending: **November 30, 2019**

To: Lemma Jn-Baptiste ljbaptiste@westwood.k12.ma.us
 John Cianciarulo jcianciarulo@westwood.k12.ma.us

CC: Chin Lin Compass
 Tim Bonfatti Compass

Approved by:

 Chin Lin, Senior Project Manager
 Compass Project Management, Inc.

1 a) Compass recommends that the Owner pay the following NEW invoice(s):

Vendor	PO Ref	Invoice	Amount
Compass Project Management	17163	CPM 78-04	18,670.00
Dore + Whittier		01	85,000.00
Westwood Media Center		d11-08-19	500.00
			104,170.00

2 New Commitments: We have posted the contract value for Dore + Whittier. Please see attached Major Contracts Report for additional detail.

3 MSBA ProPay Payment Requests (PR) in Process:

Last Warrant Information Received by Compass: included payments made on 11-21-19. Please continue to send warrant information to mekuppens@compasspmc.com as soon as payments are made. We cannot submit new a new reimbursement without the warrant number and check date. We may submit one reimbursement request to the MSBA each calendar month.

PR	Invoices	Subm to MSBA	Status
1	Project-to-Date (PTD), m/e Sept 2019	11-1-19	Paid 12-5-19
2	m/e Oct 2019	11-26-19	Pending

4 Reconciliation of Compass Expenditures to the Owner: Compass will reconcile our budget to the Owner's accounting on a regular basis. The reconciliation process is performed more quickly if a separate report can be sent in an Excel file format. Please send a report each month of (a) Expenditures Paid by Vendor *Project-to-Date* and, (b) if reconciliation of commitments is desired by the School Building Committee, PO's by Vendor to mekuppens@compasspmc.com.

5 Attachments:

- **New Invoice(s) Recommended for Payment** pp 1-4
- **Project Budget Status Report** p 5
- **Major Contracts** p 6
- **Budget Transfers & Usage of Contingency** *No Transfers have been made*
- **MSBA Reimbursement Summary** p 7
- **MSBA Report of Ineligible Costs** *No Ineligible costs yet*

**INVOICE FOR SERVICES
TOWN OF WESTWOOD
HANLON ELEMENTARY SCHOOL**

Michelle Miller, Procurement Officer
Town of Westwood
Westwood Town Hall
580 High Street
Westwood, MA 02090

11/30/2019
CPM 78-04
\$18,670.00
PO#17163

OPM Professional Services 11/1 - 11/30/2019

Monthly Lump Sum Payment: November2019 - August2020 18,670.00

Total Amount Due *for this invoice* \$18,670.00

Billing Summary

Feasibility Study Phase	<i>MSBA Code</i>	<i>Contract</i>	<i>Prev. Invoiced</i>	<i>This Inv.</i>	<i>Total Invoiced</i>	<i>Remaining</i>
Designer Selection (\$10,303/mo 6/19-10/19)	0001-0000	51,514.00	51,514.00		51,514.00	-
PDP/PSR (\$18,670/mo 11/19-8/20)	0001-0000	186,695.00	-	18,670.00	18,670.00	168,025.00
SD/Town Apprvl (\$16,443/mo 9/20-2/21)	0001-0000	98,655.00	-	-	-	98,655.00
Estimating		24,766.00	-	-	-	24,766.00
Reimbursables			-	-	-	
		361,630.00	51,514.00	18,670.00	70,184.00	291,446.00

Project Open Balance

0-30 days	31-60 days	61-90 days	> 90 days	Total
18,670.00	-	-	-	18,670.00



Dore & Whittier Architects, Inc.
212 Battery Street
Burlington, VT 05401

Town of Westwood
580 High Street
Westwood, MA 02090

Invoice number 00001
Date 11/30/2019

Project 19-0798 Westwood-Hanlon Elementary
School

For Date Range: October 1 to November 30, 2019

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
BASIC SERVICES					
Feasibility Study	425,000.00	20.00	0.00	85,000.00	340,000.00
Schematic Design	425,000.00	0.00	0.00	0.00	425,000.00
Subtotal	850,000.00	10.00	0.00	85,000.00	765,000.00
ALLOWANCES					
Site Survey	22,200.00	0.00	0.00	0.00	22,200.00
Geotechnical	36,000.00	0.00	0.00	0.00	36,000.00
Hazardous Materials	8,800.00	0.00	0.00	0.00	8,800.00
Traffic	17,000.00	0.00	0.00	0.00	17,000.00
Standard Energy Model	9,000.00	0.00	0.00	0.00	9,000.00
LEED Documentation	2,000.00	0.00	0.00	0.00	2,000.00
Subtotal	95,000.00	0.00	0.00	0.00	95,000.00
Total	945,000.00	8.99	0.00	85,000.00	860,000.00

Invoice total 85,000.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00001	11/30/2019	85,000.00	85,000.00				
	Total	85,000.00	85,000.00	0.00	0.00	0.00	0.00

Dore + Whittier
 Westwood Hanlon Elementary School project
 Invoice Cover Sheet

Date: 11/30/2019
 Invoice No: 1

A	B	C	D	E	F	G = E + F	H = D - G
Contract / Amendment	MSBA Description	MSBA Code	Contract	Previously Invoiced	This Invoice	Total Invoiced	Remaining

Feasibility Phase:

Orig. Contract	Feasibility Study	00020000	850,000.00	-	85,000.00	85,000.00	765,000.00
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Feasibility Phase Extra Services:

Survey	Environmental & Site	00030000	20,000.00	-	-	-	20,000.00
Geotechnical Investigation	Environmental & Site	00030000	36,000.00	-	-	-	36,000.00
Hazardous Materials	Environmental & Site	00030000	8,000.00	-	-	-	8,000.00
Traffic Study	Environmental & Site	00030000	25,000.00	-	-	-	25,000.00
Standard Energy Modeling	Other	00040000	9,000.00	-	-	-	9,000.00
LEED Documentation	Other	00040000	2,000.00	-	-	-	2,000.00

Design/Construction Phase:

Amentment #	Design Development	02010400		-	-	-	-
Amentment #	Construction Docs.	02010500		-	-	-	-
Amentment #	Bidding	02010600		-	-	-	-
Amentment #	Construction Admin.	02010700		-	-	-	-
Amentment #	Closeout/Completion	02010800		-	-	-	-

Other Reimbursables/Not in Contract

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950,000.00	-	85,000.00	85,000.00	865,000.00
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Date: November 8, 2019

From: WMC, Westwood Media Center

15 Perwal Street Westwood, MA 02090

To: Compass-WPS School Building Project

240 Nahatan Street Westwood, MA 02090

Invoice for SBP meeting coverage 11/8/19

Total Due: \$500

Please make check payable to Westwood Media Center

MSBA Classification Name		MSBA Code	BUDGET	TRANSFERS	REV'D BUDGET	COMMITTED	SPENT	LEFT TO SPEND	AVAILABLE
			Feasibility Budget	Budget Transfers	after Budget Transfers	Contracts, PO's, or Otherwise Spent	Total Paid Project to Date	on Current Contracts, PO's	to Commit or Spend
			F	G	H = (F + G)	I	J	K = I - J	L = H-MAX(I,J)
FEASIBILITY STUDY AGREEMENT		00000000							
OPM - Feasibility Study	00010000		450,000	-	450,000	361,630	70,184	291,446	88,370
A&E - Feasibility Study	00020000		950,000	-	950,000	850,000	85,000	765,000	100,000
Environmental & Site	00030000		200,000	-	200,000	89,000	-	89,000	111,000
Other	00040000		150,000	-	150,000	13,515	2,515	11,000	136,485
TOTALS for FEASIBILITY STUDY			1,750,000	-	1,750,000	1,314,145	157,699	1,156,446	435,855

Items highlighted in yellow are new this reporting period

Vendor	Post Period	Amend/CO number	LN	Desc	Commitment Amount	MSBA CODE	MSBA Desc
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Compass Project Management, Inc.

Feasibility Phase:

CPM	2019.10	Orig Contract	S	Feasibility Phase	361,630.00	00010000	OPM - Feasibility Study
<i>Feasibility Subtotal:</i>						361,630.00	

TOTAL for Compass Project Management, Inc. (CPM): 361,630.00

Dore + Whittier Architects, Inc.

Feasibility Phase:


D&W	2019.11	Orig Contract	1	Feasibility Study	425,000.00	00020000	A&E - Feasibility Study
D&W	2019.11	Orig Contract	2	Schematic Design	425,000.00	00020000	A&E - Feasibility Study
<i>Feasibility Subtotal:</i>						850,000.00	

Feasibility Phase - Extra Services:

D&W	2019.11	Orig Contract	1	Survey	20,000.00	00030000	Environmental & Site
D&W	2019.11	Orig Contract	2	Geotechnical Investigation	36,000.00	00030000	Environmental & Site
D&W	2019.11	Orig Contract	3	Hazardous Materials	8,000.00	00030000	Environmental & Site
D&W	2019.11	Orig Contract	4	Traffic Study	25,000.00	00030000	Environmental & Site
D&W	2019.11	Orig Contract	5	Standard Energy Modeling	9,000.00	00040000	Other
D&W	2019.11	Orig Contract	6	LEED Documentation	2,000.00	00040000	Other
<i>Feasibility Subtotal:</i>						100,000.00	

TOTAL for Dore + Whittier: 950,000.00

Major Contracts TOTAL: 1,311,630.00

District Name	Westwood	School Name	Hanlon Elementary School
MSBA ID	201703350015	Budget Phase	FSA Budget
Procurement Type	Undetermined	Total Project Budget	\$1,750,000
Project Type	Core Program	Board Approved Final TFG Date	
Project Scope	N/A	Estimated Max Total Facilities Grant (95% Amt) 	\$619,850(\$588,858)
FSA Effective Date	3/8/2019	Maximum Total Facilities Grant	\$619,850
PFA Effective Date		Total MSBA Payment Amount (to Date)	\$14,597
PFA Bid Date		Percent of Total Facilities Grant Paid (to Date)	2.35%
Reimbursement Rate	35.42%	Project Phase	OPM Selection

Payment Request No	Request Type	Electronic Payment Request Date	Submitted Amount	Eligible Project Cost	Ineligible Project Cost	MSBA Payment Amount	MSBA Payment Date
<u>1</u>		11/1/2019	\$41,212	\$41,212	\$0	\$14,597	12/5/2019
<u>2</u>		11/26/2019	\$12,317	\$12,317	\$0	\$0	
Total			\$53,529	\$53,529	\$0	\$14,597	